

Title:	Service and Retirement Awards	
Purpose:	To honor public officers or employees who have completed 25 years or more of creditable government service and who retire with five or more years of creditable government service.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes 78-29, CS Circulars 1305 (7-17-81), 1435 (7-26-84), 1458 (12-13-84) and 39-85 (11-25-85)	

I. POLICY

A. Service Award

The City and County of Honolulu (City) recognizes officers and employees for their long and faithful government service of 25, 35, and 45 years. The last five years of such periods shall have been with the City. The "last five years" requirement shall be waived if at least half of the creditable government service has been City employment; however, there must be a minimum period of ten years between the granting of two such awards. The award is a \$100 U.S. Savings Bond and the Mayor's Certificate of Recognition.

B. Retirement Award

The City recognizes officers and employees who leave City employment because of retirement. The award may be made to an officer or employee who has completed at least five years of creditable government service upon retirement, five of which shall have been with the City. The five-year City employment requirement shall be waived if the employee entered City government pursuant to legislative mandate. The award is in addition to any length of service award.

The award is a \$100 U.S. Savings Bond for retirees with 15 or more years of creditable government service. The Mayor's Certificate of Retirement is awarded to all retirees.

II. DEFINITION

"Creditable government service" shall include:

- A. Service with the City, the counties of Hawaii, Kauai, Maui, the Judiciary, Hawaii Health Systems Corporation and the State of Hawaii (State). Service as a full-time temporary officer or employee shall also be counted.
- B. Service with the Federal government provided that:
 - 1. the officer or employee was on official leave from the City or from the State or any of its political subdivisions (loan, exchange, etc.), or
 - 2. the Federal service rendered is considered applicable toward retirement credits in the State of Hawaii Employees' Retirement System.

- C. Military service, if an officer or employee is called to active military service while employed by the City, or by any employer in II. A. and returned to such employment after the completion of military service. Any service period gained through voluntary extension of military service or re-enlistment at the termination of initial active duty period shall not be creditable.
- D. Part-time employment on a permanent basis shall be creditable in terms of its full-time equivalent of eight hours per day or 40 hours per week.

III. RESPONSIBILITIES

A. Departments and Agencies

- 1. Complete one set of forms, *Application For Service and Retirement Awards* (DHR=EPS-50), for each officer or employee who is eligible for the monetary award (bond).
- 2. Verify employment period(s), approve and distribute application, and purchase the award as outlined on the application form.
- 3. Identify leave periods as creditable or non-creditable.
 - a) Absences without pay or by suspensions shall not be considered creditable service.
 - b) Authorized leave without pay:
 - i) to pursue a course of instruction,
 - ii) to engage in research,
 - iii) to render services at the State Legislature,
 - iv) to be on sabbatical leave, or
 - v) to recuperate from a compensable workers' compensation injury covered by the City.
- 4. Arrange for the department head to participate in the awards ceremony when an employee of the department is being recognized.
- 5. Arrange for each eligible officer or employee to participate in the awards ceremony.
- 6. Provide the Department of Human Resources (DHR) with the names of retirees, including employees retiring with 5-14 years of service, for the monthly retirement award ceremony.

B. Department of Human Resources (DHR)

- 1. Arrange for the preparation of the Mayor's Certificate of Service Recognition and Certificate of Retirement.
- 2. Coordinate the awards ceremony.